

## **COFFEY COUNTY HOSPITAL BOARD OF TRUSTEES MEETING**

The Coffey County Hospital Board of Trustees met in special session on May 28, 2015, in the Allen Woods II Conference Room. Board Members attending were: Steve Hopkins, Chairman; Rosemary Rich, Secretary; Craig Stukey, Treasurer; Levi Saueressig, Judy Reese, Tim Smith, Dennis Young with Cameron Roth arriving at 6:10 and Vice Chairman, Peter Allegre arriving at 6:30. Employees attending were: Tom Laux, Interim CEO; Cheryl Batchelor, Interim CFO; Tracy Campbell, Marketing Director; Melissa Hall, Vice President of Clinical Services; Theresa Thoele, Vice President of Human Resources; Dr. John Shell, Chief of Staff, Patty Thomsen, Vice President of Medical Clinics; and Terri Tweedy, Administrative Assistant. No visitors were in attendance.

Chairman, Steve Hopkins called the meeting to order at 6:00 p.m.

Tim Smith moved and Craig Stukey seconded the motion to approve the Agenda. Motion carried unanimously.

Tom Laux reviewed the items in the packet prepared for 2016 budget presentation to the commission.

Cheryl Batchelor reviewed the financial data in the packet.

Discussion was held concerning the I.T. department and software. Dennis asked how many were in the Department - Theresa Thoele responded there were five FTEs (full time equivalents) at this time. Cheryl said an audit of all software maintenance contracts will be performed. This will help to identify what software is actually utilized, what needs terminated and total fees paid for the services. The contracts for Dragon (Nuance) and Brightree are being cancelled. \$18,000 has been paid to MagView for mammography radiology software. Healthland does not have a mammography package. Home Health has reverted back to using CPSI. Facilities that are using the Healthland Home Health module are being contacted to possibly schedule on-site visits to review processes.

Tom presented the Ambulance section of the packet. Cheryl explained there are several factors associated with the cost-to-charge line. She stated this can be deceiving as it appears that if a service were to be closed, there would be a little cost savings. She informed the Board that costs associated with items such as housekeeping, maintenance, billing – non-revenue department costs – would remain the same as much of the overhead would remain. Levi asked the purpose of the pick-up following the Ambulance. Dr. Shell explained that this vehicle goes to accidents. Levi stated it has been seen at non-accident sites with the Ambulance. James Higgins will be asked to call Levi for more clarification on this subject.

The Capital Budget Expenditure page was reviewed. The capital items listed for 2016 totaled \$864,000. The list of capital expenditures that were purchased in 2014 totals \$466,000.

Steve stated after review of the 2014/2015 Board Minutes he found that the Board had been told the Charge Master was updated. This is untrue. Tom reported that it is estimated to be 50% complete. This will help with the bottom line.

Billing processes are improving. Positions are being changed for better work flow and productivity. Claims that are 90 days and older are being outsourced to HRG. Cheryl plans to change this to 120 days. Statement processing is being evaluated. Billing and coding staff include 3 clinic coders, 3 hospital

coders, and 10 billers. She reported that Home Health did not bill for one year but is now doing their own coding and billing. The Meadows and Sunset do not have claims to code.

Discussion was held about how the proposed budget and debt restructure might be perceived by the community. Steve reviewed the letter drafted to the Commission outlining the 2016 Budget. Consensus was to delete Item five regarding consideration of a mil levy.

Peter Allegre moved and Judy Reese seconded the motion to approve the proposed 2016 budget and submittal to the commissioners. Motion carried unanimously.

Tim Smith moved and Dennis Young seconded the motion to add Cheryl Batchelor, Interim Chief Financial Officer, to the Coffey Health System banking signature pages as an additional authorized signatory. Motion carried unanimously.

Judy Reese and Rosemary Rich have volunteered to serve on the strategic planning committee. This item will be added to the Agenda for the next regular meeting.

Tim Smith moved and Craig Stukey seconded the motion to adjourn. Motion carried unanimously.

Meeting adjourned at 8:40 p.m.

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Rosemary Rich, Secretary